

Election Steps for Candidates

From the Clallam County Auditor's Office

2010

This guide is published by the Auditor's Office for candidates planning to run for elective office. We hope that it will answer the most frequently asked questions. Please call our staff at (360) 417-2217 if you need more information.

Q: How do I become a candidate for office?

A: To officially file for office, you must complete a "Declaration of Candidacy" form and file it at the Clallam County Elections Office, 223 E 4th Street, Suite 1, Port Angeles. This filing must include the filing fee, if one is required. State and Federal Elected Offices must file with the Office of the Secretary of State.

Q: What are the qualifications for being a candidate?

A: Basic qualifications for most offices are simple. The candidate must be a registered voter currently residing in the jurisdiction in which she / he wishes to be elected. Candidates for City Council must have been a resident of the city for a period of at least one year next preceding his election. (RCW 35A.12.030)

Q: When do I file as a candidate?

A: The "in person" filing period begins on Monday, June 7, 2010, at 8:30 am and continues until 4:30 pm the following Friday, June 11, 2010. In addition, filings will be accepted by mail if received no sooner than two weeks before the beginning of the filing period and no later than the last day of filing.

Q: How do I file by mail?

A: Obtain a filing form by calling the Clallam County Elections Office at (360) 417-2217. Complete the form. Your signature must be notarized. This can be done in most banks or attorneys' offices, among other places. If there is a filing fee, that fee must accompany the "Declaration of Candidacy" in order for your filing to be valid. Please do not send cash through the mail. Make checks payable to: *Clallam County Auditor.* *

**candidates for Port Angeles or Sequim City Councils should make checks out to the appropriate city.*

Q: What if I mail my form in plenty of time and it is not received until after the end of the filing period?

A: Court cases have ruled that to be valid, a filing must be received by the County Elections Office before the end of the filing period, regardless of circumstances, such as slow or wrong delivery or loss by the post office. If you mail your filing document, it is a good idea to call the Elections Department at (360) 417-2217 to make sure it was received.

Q: If I cannot come into Port Angeles myself and do not want to mail the Declaration of Candidacy, what can I do?

A: Anyone may file your "Declaration of Candidacy" for you. However, remember that if a friend or associate is given the document and then forgets to file it before the end of the filing period, you are not a candidate. If you do not bring the declaration in yourself, be sure your signature is notarized and that the filing fee, if any, is included.

Q: What happens during the week of filing when the "Declaration of Candidacy" form is submitted?

A: Office hours for filing are 8:30 am until 4:30 pm. No filings may be made except during those hours. The doors of the Elections Office will be unlocked at 8:30 am and promptly locked at 4:30 pm. Declarations will be taken on a first-come, first-served basis during the day. The declaration will be checked for completeness. If the form is not complete, we will ask the candidate to complete the form. **Be sure to write the position or district number of the open position.** There will be lists available, which will give the positions subject to election, as given to us by the jurisdictions. The elections staff will look up the candidate's registration information by computer to verify that the information given is the same as that appearing on the registration file. Election staff is authorized to notarize "Declarations of Candidacy" during filing week. An updated report listing all candidates who have filed will be available on a daily basis in the Elections Department and on our Web site at: http://www.clallam.net/Voting/html/voting_filing.htm

Q: What is the fee to file for office?

A: The fee is 1% of the annual salary. If there is an annual salary of less than \$1,000, the filing fee is \$10.00. Refer to our web site at: http://www.clallam.net/Voting/html/2007_offices_open.htm for a list of offices open for filing, filing fees, and length of term. If you are uncertain, please call the district involved or the Elections Department at (360) 417-2217.

Q: What if I want to be a candidate but cannot afford to pay a filing fee?

A: State law provides that if a candidate declares an inability to pay the fee, the candidate may file a *Filing Fee Petition* containing at least one signature per dollar of the filing fee. If the signatures are valid, the petition will take the place of the filing fee.

Q: What is a "valid signature" in the context of the *Filing Fee Petition*?

A: A valid signature is one belonging to a voter registered in the jurisdiction in which the candidate wishes to file for office. For example, if you want to run for the Port Angeles City Council only voters registered in the city of Port Angeles may sign your petition.

Q: Where do I get the *Filing Fee Petition* pages?

A: The Elections Department has this form. One page will be given to a candidate. Copying must be done at the candidate's expense.

Q: When do I turn in the signature petition?

A: The *Filing Fee Petition* pages must be presented when you file your "Declaration of Candidacy" during the week of filing. The "Declaration" will be accepted provisionally. That is, if there are not sufficient valid signatures, the filing will not be accepted and your name will not be placed on the ballot. If you submit your filing and petition pages on the first day of filing, we will attempt to check the signatures within 48 hours. This way, if you are short signatures you will have the opportunity to gather more.

Q: What if I am not able to get enough valid signatures? May I use cash to make up the difference?

A: No. The filing fee must be either all money or all signatures. State law makes no provision for a combination of both.

Q: What happens if I decide to run for a position different from the one for which I filed?

A: Come in to the Elections Department on or before the closing of the filing period and complete a "Withdrawal of Candidacy" form for the position for which you no longer wish to run. Then file another "Declaration of Candidacy" form for the position for which you want to run. **You must pay the filing fee again.** The filing fee may not be transferred to another position, **nor is it refundable.**

Q: What if I decide I do not want to run for office after I file?

A: Candidates may withdraw their candidacy no later than the Thursday following the end of the filing period by filing a "Withdrawal of Candidacy" form with the Elections Department, 223 E 4th St, Suite 1, Port Angeles. **The filing fee is not refundable.** If a candidate decides to withdraw after the deadline, it is too late to have their name removed from the ballot administratively. The candidate would have to petition the Superior Court for removal of a name. If you are too late to make an official withdrawal, you should still inform your opponents and the PDC and do a press release to inform the media that you are no longer seeking the office.

Q: What if no one files for one of the offices subject to election?

A: If no one has filed for a nonpartisan office by the end of the regular filing period, a *special filing period* will be announced and publicized. This special 3-day filing period will normally occur during the week after the last day to file for office. Only those non-partisan offices for which no filing was received will be open for filing during the *special filing period*.

Q: When do Public Disclosure laws consider me a candidate?

A: According to state Public Disclosure law, a person becomes a candidate when one of the following events occurs: the candidate publicly announces their candidacy, begins collecting or spending money for a campaign, contracts for campaign goods or services, or officially files for office during filing week.

Q: What are the public disclosure requirements?

A: Public disclosure requirements will vary according to the size of the jurisdiction in which you are a candidate and the amount of money that you plan to spend. For jurisdictions with fewer than 1,000 registered voters as of last year's general election, there are no PDC filing requirements. For jurisdictions with more than 1,000 and less than 5,000 registered voters, only the Personal Financial Affairs Statement (PDC Form F-1) will be necessary. For jurisdictions of more than 5,000 registered voters, the Registration: Candidate / Candidate Committee (C-1) form and the F-1 form are both required.

Q: Where do I get the PDC forms? What if I need help in filling out the forms?

A: PDC forms may be obtained from the PDC in Olympia or from the PDC website: www.pdc.wa.gov There is no charge to file the completed documents. If you need help in filling out the PDC forms, we suggest you call the PDC in Olympia. If you have been unable to find an answer to your specific question in the instruction booklet, you probably need specialized advice that the Elections Department would not be able to provide. The PDC phone number is 1-360-753-1111 or toll-free 1-877-601-2828. **State law requires that all candidates and political committees that plan to spend \$10,000 or more during 2010 be required to file their 2010 reports by electronic means. See the PDC web site for more details: www.pdc.wa.gov.**

Q: Where do I send the completed Public Disclosure forms?

A: Send the original to the PDC in Olympia. The address is: Public Disclosure Commission, P.O. Box 40908, Olympia, WA 98504-0908. Send a copy of all PDC filings to: County Elections Department, 223 E 4th St, Suite 1, Port Angeles WA 98362. Copies may be mailed or delivered in person to our office.

Exceptions:

- 1) Candidates are not required to file a copy of the Financial Affairs Statement (F-1) with the county.
- 2) Candidates who file forms electronically with the PDC do not need to file copies at the County Elections Office.

Q: Will there be a voters' pamphlet published for the elections?

A: It is expected that there will be a local voters' pamphlet on our website for both the primary and general election this year.

Q: What must I do to get my photo and statement in the voters' pamphlet?

A: You will be informed of this at the time of filing. You will be given information about photo specifications and the accepted format and length of the candidate's statement. ***Please follow these specifications.***

Q: What kinds of information or services can the Elections Department provide for candidates?

A: The Elections Department can provide the following information for a fee:

- Maps of individual precincts
- Lists of registered voters by districts or precincts
- Lists of voters who have returned their voted mail ballot
- Results of past elections

An estimate of fees will be provided upon request.

Information or services that are provided free include:

- Registration materials
- Candidate Booklet
- Public Disclosure CD with forms and instructions
- Access to various information regarding past elections

More information regarding candidate-filing procedures can be found at the Secretary of State web site: www.sos.wa.gov/elections/

Compiled for informational purposes by the Clallam County Auditor's Office, Election Division
